

THE CITY OF EMMETT
Downtown Revitalization Project
FULL APPLICATION ADDENDUM
FOR AN IDAHO
COMMUNITY DEVELOPMENT BLOCK GRANT

Prepared By:
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March 5, 2010

March 5, 2010

Mr. Donald Dietrich
Idaho Department of Commerce
P.O. Box 83720
Boise, ID 83720-0093

Dear Mr. Dietrich:

On behalf of the City of Emmett, I am submitting the additional information for a full application for funding through the Idaho Community Development Block Grant Program. This proposal will assist the City in constructing their Downtown Revitalization Project.

As described in the letter dated February 1, 2010, the Department of Commerce requested that the City update our proposal and make sure we meet requirements of the CDBG program. Each item has been addressed and included in this document.

We would appreciate your consideration of our proposed project. If you have any questions, please don't hesitate to call me or Mr. John Blom with Holladay Engineers.

Sincerely,

William Butticci
Mayor

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**FINAL ADDENDUM
to the
CITY OF EMMETT DOWNTOWN REVITALIZATION PROJECT**

INTRODUCTION

The following information is presented as a final addendum to the pre-application submitted by the City of Emmett on November 20, 2010.

Discussion items contained herein will address specific issues as requested on the Idaho Department of Commerce letter issued by Lane Packwood and dated February 1, 2010 regarding this project. Those questions will be re-stated in bold type followed by a short explanation and supported by attached documentation.

ADDENDUM CHECKLIST

Has the City adopted a Citizen Participation Plan? Provide documentation of the City's Citizen Participation Plan signed by the Mayor.

The City has adopted the Citizen Participation Plan. A copy is included in Attachment A.

The Assurance's Certification page was not signed by the chief elected official. Provide documentation of Certification Assurances signed by the chief elected official.

The Mayor has signed the Certification Assurances page and is included in Attachment B.

The Financial Profile was not completed in the application. Complete the Financial Profile and include in the addendum.

The Financial Profile is completed and included in Attachment C.

When did the City conduct its last fiscal audit? Provide a copy in the addendum.

The City just completed their financial audit for 2009. A copy is included in Attachment D

. Downtown Revitalization Addendum Checklist
Information and Documentation that is required
to be submitted with the Addendum

✓ if completed.

- ☒ Cover letter, addressed to the department director.
- ☒ Submit an updated:
 - ☒ Application Information Page. **NO CHANGES**
 - ☒ Budget Page with the approved line-items. **NO CHANGES**
 - ☒ EAC Briefing Page.
 - ☒ Detailed Cost Analysis Page. Justify contingency percentages above 10%. **NO CHANGES**
 - ☒ Project and Schedule Page. Re-examine the project schedule to ensure all actions, permits, winter shutdown, acquisition and reviews have been determined and scheduled. Schedules are evaluated and scored on how realistic they are. **NO CHANGES**
 - ☒ Design Professional Cost Estimate. The design professional must identify that estimates and plans are current. **COST ESTIMATES HAVE BEEN REVIEWED AND NO CHANGES HAVE BEEN MADE**
- ☒ To help ensure a downtown revitalization projects on-going maintenance and promotion it is the Departments belief that other financing mechanisms such as tax increment financing, improvement districts, or resort city taxes need to be part of the successful continuation of a downtown project. Explain if your project has established such a tool. If not, explain how the city plans to finance the maintenance and promotion of the downtown long term. **THE CITY HAS APPROVED A BUSINESS IMPROVEMENT DISTRICT. DOCUMENTATION WAS PROVIDED IN THE PRE-APPLICATION. ASSESSMENT NOTICES WERE SENT TO BUSINESSES IN JANUARY 2010.**
- ☐ An eligible use of CDBG funds can be for the planning and development of capital improvement programs such as establishing tax increment financing, improvement districts, or a resort city tax. Utilizing CDBG to establish an on-going source of funding targeted for your downtown may be to the city's benefit. The Department would be willing to allow a small portion of your CDBG requested to be shifted to fund the initial development of a capital improvement program. Explain if you would consider this option or not.

- ☒ Provide written evidence of the community's ability to secure the local and other match committed to the project. This must be a letter or contract from the entity providing the match. If the community has passed a bond, provide a commitment letter from the purchasing entity which stipulates the date of purchase and purchase amount.
Note: Without this documentation, match will not be counted for project ranking. **THE CITY OF EMMETT PROVIDED WRITTEN COMMITMENT OF ALL MATCHING FUNDS IN THE PRE-APPLICATION.**
- ☒ Provide documentation of clear title and the value of any property that has been purchased. **NA**
- ☒ Provide documentation that a Fair Housing Resolution has been adopted and publicly advertised before the addendum deadline of March 5, 2010. **THE CITY HAS APPROVED THE FAIR HOUSING RESOLUTION. THE SUMMARY WAS PUBLISHED MARCH 3, 2010. A COPY IS INCLUDED IN ATTACHMENT E. IN ADDITION TO THE FAIR HOUSING RESOLUTION THE CITY HAS PROCLAIMED APRIL AS FAIR HOUSING MONTH.**
- ☒ Identify in writing any changes to the project's scope of work from the original application. **NO CHANGES HAVE BEEN MADE TO THE SCOPE OF WORK**
- ☒ Answer the questions and provide documentation to the questions on the cover letter.

ATTACHMENT A
CITIZEN PARTICIPATION PLAN

ATTACHMENT B

ASSURANCES CERTIFICATION PAGE

ATTACHMENT C
FINANCIAL PROFILE

ATTACHMENT D
CURRENT CITY AUDIT

ATTACHMENT E
FAIR HOUSING RESOLUTION

ATTACHMENT F

ENGINEER SELECTION

ATTACHMENT G

ADDITIONAL LETTERS OF SUPPORT